

Upper Rissington Parish Council

Village Hall, Hawker Square, Upper Rissington, Gloucestershire, GL54 2NT
Telephone: 01451 810839 / 07773 526735 - Email: clerk@upperrissington.net

Minutes of the Parish Council Meeting

held on Monday 5th January 2015, 7.30pm at Upper Rissington Village Hall

Present: Cllr Edward Timms (Chairman), Cllr Margaret Flint (Vice Chairman) and Cllr Caroline Maclean

In attendance: 3 members of public, District Cllr Venetia Crosbie-Dawson, Sharon Henley (Clerk/RFO)

1. **Apologies:** Apologies received from Cllrs Hepburn, Triggs and County Cllr Nigel Moor.
2. **To Receive Declarations of Interest and consider Applications for Dispensation:** There were none.
3. **Minutes:** The Minutes of the Parish Council Meeting on 1st December 2014 were approved and signed by the Chairman.
4. **Matters Arising:** *Clerk's report on progress from previous meetings not covered under Agenda items – for information only.*
 - (i) **Dry Stone Walling** work was completed. A letter was received from a resident on loose coping stones near the bus stop by the junction of Siskin/Sopwith Road but this was outside the remit of the contractor. The Clerk will reply that the complaint has been noted.
 - (ii) **Albion Water** – Councillors will meet Albion to discuss the purchase of land behind Smith Barry Crescent which appears to be in breach of the section 106 agreement. Linden Homes are also investigating this matter but have yet to respond. The Clerk will forward information to Cllr Crosbie-Dawson.
 - (iii) **Allotments** - A site visit and meeting has been arranged between Councillors and the National Allotments Society for further discussion and advice on plans for the allotment.
 - (iv) **Speed Limit Plan** – Cllr MacLean drafted a plan showing where 30mph speed limit signs should be placed at entrances to the village. The Clerk will submit this to Cllr Moor.
5. **Public Session:** **Mark McKenzie-Charrington** has been nominated as Cllr Crosbie-Dawson's replacement for the Rissingtons and introduced himself to those present. He is planning to conduct a survey to local residents and requested Councillors' input on suitable questions for Upper Rissington.
6. **District/County Councillors' Reports:**

Cllr Moor was unable to attend but submitted the following report:

Active Together Grant application for £4,997.13 has been approved.

At Cllr McClean's request Cllr Moor asked Linden Homes whether they would consider retaining that part of the existing village hall not included in the redevelopment site for use as a sports pavilion on the recreation site. However, Councillors confirmed that this area was included in the s106 agreement and would be handed back to the developers on completion of the new community hall. The area forms part of the new Cricket pitch and Football pitch as part of the Public Open Space.

Victory Fields Roads Adoption - the s106 Agreement regarding the new roundabout and access road was agreed in December and negotiations are progressing on the s278 Agreement regarding the adoption of the roads within the development. Adoption is likely to be on a phased basis.

Extensions to the 802 Bus Service – Cllr Moor is pressing for this to be introduced as soon as possible. The commencement date is conditional on finalising alterations to the Pulhams commercial bus service 801 and the adoption of roads within the Victory Fields development.

Officer's Mess Planning Application – Cllr Moor supports this being referred to Planning Committee rather than being dealt with by CDC officers under delegated powers. He considers the building condition report commissioned by CDC is very generalised and does not deal with the specific issues raised in the applicant's report.

GCC Highways

 - Bob Skillern's the actions following his visit on the 1st December 2014 will be discussed to determine what repairs can be undertaken under Cllr Moor's Local Highways Budget.
 - Concerns regarding the Wyck Hill resurfacing have been passed to Highways

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- The blocked drain to the south of the junction with Avro Road and adjacent to the access to no 19 Bristol Road opposite No 26 has been reported.
- The resurfacing of Avro Road, Dehavilland Road and Vickers Road (scheme 1714 2015/16) is to be on a comprehensive basis.
- **Scottish & Southern Energy Green Utility Cabinet** - This has been built within the building line established by the new dry stone wall along Barrington Road at the junction with Mitchell Road. Cllr Moor agrees that it does obstruct visibility from the pedestrian refuge crossing on Mitchell Road, but that visibility is already obscured by existing trees. However, he is satisfied that pedestrians can still see vehicles travelling along Barrington Road once past the cabinet in good time before deciding whether to cross Mitchell Road. The Clerk was asked to request that Cllr Moor reviews this decision as Councillors consider this hazardous.

Report by Cllr Crosbie-Dawson:

A comprehensive report was sent out to Councils in December from the leader of Cotswold District Council giving an update on many current issues.

The village hall planning application 14/02582/FUL was approved but Planning Committee did not take up the Parish Council's suggestions of moving the footpaths.

S106 Agreement for Southgate Court – the planning application is only outline at this stage so the agreement is a draft which will be finalised before reserved matters. It will include 50% affordable housing (13 no.), contributions towards primary and secondary education and library facilities. Council asked whether monies from the agreement could be made available for a new play park. Cllr Crosbie-Dawson will ask under Reserved Matters, check the status of the application and advise the Clerk.

Officers' Mess planning application 14/04215/FUL – the structural survey does not favour demolition of the building. Cllr Crosbie-Dawson will take this to Planning Committee but this will be discussed during February at the earliest.

7. Planning:

- To consider new Applications received: No new applications received*
- To note Decision Notices received*

Ref No	Address	Proposed	Decision
14/02582/FUL	Village Hall, Hawker Sq	Demolition of existing hall and redevelopment with 4 bungalows	Permitted
14/04958/TPO	12 Avro Road	Horse chestnut full and grind out stump, replace with chanticleer pear or similar	Permitted
14/03290/FUL	637 Volunteer Gliding Squadron, RAF Little Rissington	Erection of 56 bed sleeping accommodation and catering facilities	Permitted
14/05179/TPO	9 de Havilland Road	Norway maple – reduce length of large low limbs, reduce crown height and overall spread	Permitted
14/04594/FUL	8 Siskin Road	Single storey link extension between house and garage	Permitted

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iii) **Local Plan Consultation:** The Cotswold District Local Plan will guide decisions on the use of land up to 2031. The Parish Council will be supplied with a copy of the latest draft documentation which will be available for public consultation from 16th January to 27th February 2015. There will be public 'drop-in events' from 2pm to 6.30pm at Cotswold District Council's Cirencester headquarters (Wed 28th January) and Moreton Area Centre Thurs 29th January. Details will be posted on the Council website.

8. Grass Cutting Tender: Following press advertisements, tenders were received from five contractors. The existing contractor, McCrackens, did not respond formally to the tender invitation sent. Councillors considered comparative information circulated by the Clerk and resolved to offer the three year contract to West Oxfordshire District Council, subject to a suitable reference. The first cut of the year will be 'collected' to ensure a neater finish, costing an additional £190.

9. Victory Fields:

(i) **Broadband Speeds** – *review correspondence received from local residents and Linden Homes:* Correspondence was received from a Victory Fields resident requesting details of s106 agreement as the houses do not currently have fibre optic broadband. Developers have since responded to the resident that they now plan to proceed with provision of fibre optic broadband.

(ii) **New URPC Noticeboard** – *Selection of suitable design for purchase by Linden Homes.* Potential designs were considered and it was agreed to request a green, metal, three-bay board with legs. This would be sited on the corner of Mitchell Way, subject to agreement with the developer.

(iii) *Report on update meeting with Linden Homes by the Clerk*

- i) The next update meeting between Council and the developer will be in January. It is hoped that the Land Director of Linden Homes will attend to update on the B1 (commercial) use land.
- ii) Linden Homes have agreed to fund a Parish Council noticeboard to be sited in the Victory Fields area. Council to suggest a suitable design.
- iii) Temporary generator-powered lighting was being placed near the roundabout on the Barrington Road.
- iv) Linden Homes are investigating the transfer of land behind Smith Barry Crescent to Albion Water.

10. Tree Works: *Consider further actions from draft works schedule produced.* There is £2500 available in this year's budget. It was agreed that Cllr Flint would review survey information and obtain quotes for works to be completed this financial year.

11. Highways: The Clerk circulated a report from GCC Highways following the Parish Walkabout with Cllr Flint and a resident. The report will be displayed on the website and noticeboards.

12. New Community Hall: Progress on formation of Committee & Lease – a further meeting with the Committee is scheduled.

13. Play Park: *Consider quote to repair bridge in play park.* Council considered a quote from Greenfields; to replace the timber and bolts and refix the bridge for £339.00 plus VAT. Additional parts would be charged at cost but no additional labour charge. Council agreed to accept the quote but to cap the cost at £500.00.

14. Bus Shelter adjacent to Sopwith/Siskin Road junctions: *Report by Clerk on removal.* To note this was removed by a contractor after vandalism rendered it unsafe. The Perspex panels had previously been removed by the Council after vandalism.

15. Grant Funding: Covered in point 6.


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16. Finance:

- i) *To consider and authorise payments due:* A schedule of receipts and payments was circulated by the Clerk and passed for payment by Council (schedule on page 5).
- ii) *To consider and authorise transfer of funds across budgets:* A schedule of Virements was circulated and approved by Council.
- iii) *2015/16 Budget & Precept Submission: Extra meeting to be scheduled:* There will be an Extraordinary Meeting at 7pm on Monday 19th January.
- iv) *Confirmation of financial record-keeping arrangements:* Council approved the Clerk's recommendation that financial records would be kept on Money Manager with no additional handwritten cash book.
- v) *Finance Training by GAPTC for Clerk/RFO:* Council approved Clerk's attendance at the following:
 - (1) Finance Revisited 21st Jan
 - (2) Preparing for your Audit 28th Jan
- vi) *Non-consolidated payment for Clerk:* Information from GAPTC circulated in December on NALC/SLCC pay reviews included a non-consolidated payment for Clerks. Council approved a pro-rata payment for the Clerk in line with the recommendations.

17. Correspondence: To review correspondence received since the last meeting

- i) David Harrison emailed to report incidences of driving on the grass between Sopwith and Siskin Road. It was agreed to erect two metal posts to be concreted in to stop vehicular access. The Clerk was asked to obtain quotes.

18. Date of next meeting: The date of the next full Parish Council meeting is Monday 2nd February 2015 at 7.30pm with an Extraordinary Meeting at 7pm on Monday 19th January 2015.

There being no other business the meeting closed at 21.03hrs.

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Cllr Edward Timms (Chairman)

2nd February 2015


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Receipts & Payments Approved on 5th January 2015				
Description	Chq No	Payment £	Receipt £	Power to Spend
Laura Pepper VH Hire 2014/15 064	n/a		24.00	
Rebecca Parkes VH hire for Gt Riss Sc 2014/15-063	n/a		36.00	
URVC VH Hire Inv 2014/15-067	n/a		96.00	
CUR:ve VH Hire Inv 2014/15-066	n/a		105.00	
V McLaren VH Hire inv 2014/15-068	n/a		33.00	
Refund on GAPTC Training - Being a Better Cllr Course-S Hepburn			35.00	
McCrackens grass cutting Nov inv no. 5903	101038	948.00		Public Health Act 1875 s164/Open Spaces Act 1906 ss9, 10
Viking stationery invoice 506726	101039	52.76		LGA 1972 s.111
PW Brown Dry Stone Wall Repairs Inv 07.12.14	101040	924.00		LGA 1894 s.8(1)(i)
S Henley Jan Clerk's Salary & £54 non-consolidated payment	101041	966.01		LGA 1972 .112 (2)
V Boshier Jan Cleaner's Salary	101042	163.93		LGA 1972 .112 (2)
HMRC Payments for Clerk Oct-Dec 14	101043	357.38		LGA 1972 .112 (2)
HMRC Payments for Cleaner Oct-Dec 14	101043	28.20		LGA 1972 .112 (2)
CDC Waste Bags for Village Hall Waste-expenses paid to S Henley	101044	8.40		LGA 1972 s.133
S Mustoe & Sons-Removal of bus shelter Sopwith/Siskin Rd junction	101045	175.00		LG(MP)A 1953 s.4/PCA 1957 s.1
PC Support & Training-Clerk's Laptop software diagnostics	101046	59.00		LGA 1972 s.111
GAPTC Course for Clerk-Finance Revisited 21st Jan	101047	25.00		LGA 1972 s.111
GAPTC Course for Clerk-Preparing for your Audit	101048	50.00		LGA 1972 s.111
Totals		£3757.68	£329.00	


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